

STATE OF HAWAII  
DEPARTMENT OF THE ATTORNEY GENERAL  
OFFICE OF CHILD SUPPORT HEARINGS  
PHONE: (808) 692-7110 FAX: (808) 692-7114

**HOW TO REQUEST A COPY OF AN ADMINISTRATIVE HEARING RECORDING**

Parties or their representatives may request a copy of a recording of their administrative hearing (**held within the last two years only**) by filling out the form below. The total cost of the recording is \$10.00 which may be paid by personal check, cashier's check, or money order payable to the **CHILD SUPPORT ENFORCEMENT AGENCY**. Mail your payments and completed request forms to:

**Office of Child Support Hearings  
Department of the Attorney General  
601 Kamokila Blvd., Rm. 436  
Kapolei, Hawaii 96707**

- The Office of Child Support Hearings (OCSH) does not provide parties with transcripts of hearings. Parties who want transcripts of hearings must make their own arrangements for transcription and should be aware that their transcripts will not be official transcripts.
- As of August 1, 2007, the OCSH began recording hearings in a digital format. Requestors of hearing recordings will be provided with compact discs (CD-R) containing a recording of the hearing.

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**REQUEST FOR A COPY OF AN ADMINISTRATIVE HEARING RECORDING**

I am a party or the representative of a party and I have attached to this request the payment for the recording. Please provide me with a compact disc (CD-R) containing the audio recording for the following hearing:

Case Name: Responsible Parent \_\_\_\_\_  
CSEA Case Number: \_\_\_\_\_  
Hearing Date(s) (**within the last two years only**) \_\_\_\_\_

Please send the recording to me at the following address:

\_\_\_\_\_  
\_\_\_\_\_

Requestor (Print Name): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If representative, print the name of the party you represent: \_\_\_\_\_

My telephone number is: \_\_\_\_\_